

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

41

April 10, 2001

FROM: **JOHN YUHAS**, Real Property Manager
Real Estate Services

JANICE EISENBEISZ, Interim Director
Jobs and Employment Services Department

SUBJECT: **REQUEST FOR PROPOSAL FOR THE LEASE OF A BUILDING FOR JOBS AND
EMPLOYMENT SERVICES DEPARTMENT**

RECOMMENDATION: Authorize the Real Estate Manager of Real Estate Services (RES) to issue a Request for Proposal (RFP) for the lease of approximately 21,500± square foot building that will provide office space for the Jobs and Employment Services Department (JESD) in the Ontario/Rancho Cucamonga area.

BACKGROUND INFORMATION: JESD administers the job placement portion of the California Work Opportunity and Responsibility to Kids (CalWORKS) program for the County. Federal Welfare reform legislation places minimum work participation requirements on the states and also provides increased funding to job placement programs. The increased number of welfare recipients required to participate in the CalWORKS program has necessitated an increase in staff and training facilities to implement the programs. The aid programs under CalWORKS are administered to welfare recipients in the Rancho Cucamonga area. JESD currently provides job placement services to these welfare recipients from a 13,640 square foot building at 10602 Trademark Parkway and also from a 3,200 square foot building at 9631 Business Center Drive, Suites B, C, J and K, both in Rancho Cucamonga.

RES intends to conduct the RFP in accordance with County Policy 08-02-01. Review criteria to be considered include location, public accessibility, costs to County, building structure/site development, length of term, proposer's experience/ability to finance and other standard real estate requirements. The sample contract included in the RFP package includes language that allows the County to terminate the agreement, but proposers will be asked to propose prices with and without the termination clause. Jobs and Employment Services Department requests occupancy by December 1, 2002 with a preferred lease of seven to ten years and extended options. The RFP is on file with the Clerk of the Board.

REVIEW BY OTHERS: This agenda item has been reviewed by Human Services System (HSS) Administration, the County Administrative Office (Administrative Analyst Lynn Chacon), and approved as to legal form by Chief Deputy County Counsel, Rex Hinesley on March 27, 2001.

FINANCIAL IMPACT: Monthly lease payments resulting from this RFP will be paid from the County Rents Budget (AAA-RNT-2905). County Rents Budget (AAA-RNT-5041) will receive reimbursement from the HSS Budget (AAA-DPA-5040) pursuant to the monthly payments.

SUPERVISORIAL DISTRICT: Second and Fourth

PRESENTER: John Yuhas

MDC: 7-7816 bas: 7-7830

Record of Action of the Board of Supervisors